

Lotterywest Toys and Equipment Grant

Applying for a Grant

Hints and Tips for Playgroup

Playgroup WA (PGWA) is pleased to be able to offer playgroups the opportunity to apply for a grant to assist you in purchasing toys and equipment. We aim to make the process easy for playgroups to complete as well as being quick to review, approve and process so that playgroups can benefit from their new equipment in a relatively short timeframe.

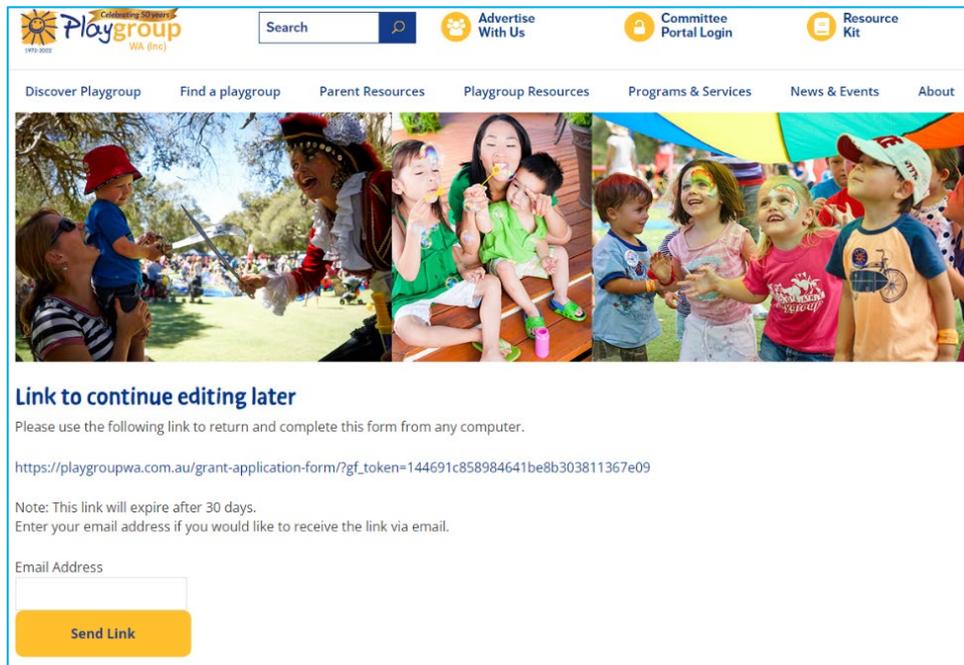
We recommend a couple of things that you can do to help the process run smoothly:

- Talk with a PGWA Development Officer early and definitely before you start getting quotes. Your Development Officer can provide lots of support and information to help guide you through the process and **it is essential that you discuss your application and the items you want to purchase before submitting your application.**
- Take your time and get things right before you submit your application as this will likely speed up the time it will take to process and approve your application.

The following hints and tips may help you in working through the process of applying for a grant. You might also like to look at our [Lotterywest Toys and Equipment Grant Webinar](#) and [Funding Guidelines](#).

Application Form

The application form is [online](#).



The screenshot shows the Playgroup WA website interface. At the top, there is a search bar and navigation links for 'Advertise With Us', 'Committee Portal Login', and 'Resource Kit'. Below the navigation, there are menu items: 'Discover Playgroup', 'Find a playgroup', 'Parent Resources', 'Playgroup Resources', 'Programs & Services', 'News & Events', and 'About'. The main content area features a large image of children and adults at an outdoor event. Below the image, there is a section titled 'Link to continue editing later' with the following text: 'Please use the following link to return and complete this form from any computer.' The link provided is https://playgroupwa.com.au/grant-application-form/?gf_token=144691c858984641be8b303811367e09. A note states: 'Note: This link will expire after 30 days. Enter your email address if you would like to receive the link via email.' There is an input field for 'Email Address' and a 'Send Link' button.

- You will be sent a link via email to access the form from “Hello”. As soon as you have registered you will also see a screen that has an “Application Form” button that you can also use to access the form for the first time.
- You can save your work and come back to it later – click on “Save and Continue Later”. When you Save for the first time you see your unique link that you can copy and use to get back to your form again at a later time. You will be asked if you would like to enter your email address to have that unique link sent to you by email. **Please Note: this link expires after 30 days.**
- Once you have submitted your form you will not be able to go back to it. Don’t stress if you have forgotten something or made a mistake – contact your Development Officer – we can fix most things easily.

Quotes

- Your PGWA Development Officer will be able to assist you with this.
- Your application will need to include quotes from reputable Australian suppliers.
- Single items valued over \$3000 will require two quotes.
- Larger play equipment must be built for commercial use and installation must meet safety standards.
- Quotes should be on an official letterhead with quote number, outlining prices inclusive of GST.
- If shopping online and you are unable to obtain an official quote, a shopping cart will be accepted provided the total value of goods on that shopping cart does not exceed \$2000. Please note the shopping cart must include the supplier’s name.

Installation/Assembly costs

- For some larger items, where safety is important in the construction or assembly you will need to ensure that the work is undertaken by people who are suitably qualified to do that work and that have public liability insurance.
- The cost of installation and assembly can be included in grants, and this will need to be included in the quote or in a separate quote from a suitable tradesman or company.

Reputable Australian Suppliers

- Playgroups should use reputable Australian suppliers for their purchases. We will not accept quotes for on-line overseas companies. Avoid cheap, poorly made toys and equipment – remember they need to be able to stand the test of time and ideally be durable, sturdy, safe and easy to clean and maintain.
- Talk with your Development Officer about companies that may offer discounts to member playgroups.
- You will also want to be able to get a refund or replacement if items that are not as per the description or are broken on arrival etc and this is easier if you are working with suppliers that are reputable and in Australia.
- A list of suppliers that playgroups have used successfully over the past few years is included at the end of this guide.

Insurance and Safety Issues

- Some play equipment, including trampolines and bouncy castles, are considered risks for playgroups. PGWA member playgroups are not covered by the insurance cover provided through Finsura for these items – see [PGWA Insurance Overview](#). As such, we are not able to fund these as part of grants.



- Some equipment will need to meet Australian Standards and be fit for the purpose intended, eg. not just for domestic use, safe, and suitable for playgroup aged children – you will need to consider these issues if applicable. Check with Kidsafe WA and your Development Officer if you need more information.

Reasonableness of Requests

In assessing your application, the panel will consider if the items requested represent good value for money and if they are reasonable requests for the size and circumstances of your playgroup and the intended use. For example, luxury and very expensive items are not likely to be approved if there are alternative products available that would be more suitable, practical, and appropriate for a playgroup setting. Talking with your Development Officer before you get quotes will help you in making sure that your expectations are in line with what would be considered reasonable.

In-kind and Financial Contributions

Lotterywest ask that playgroups applying for grants also make some kind of contribution to the purchases and projects they are trying to achieve. We understand that in lots of cases, playgroups are already making lots of other contributions to the running and management of the playgroup, including purchases they make. We do however ask that where you can, you contribute some funds to the purchases or that you contribute through some other in-kind way such as assembling small items, arranging transport where appropriate. For large projects your contribution may be in managing your playgroup's project.

Delegation of Authority

Applications from Incorporated playgroups or organisations need to be signed by the Chairperson or President. The application can be prepared by someone else and can have another person as the primary contact, but they cannot sign the application form without a Delegation of Authority also being completed by the Chairperson or President. This form needs to be forwarded with your application. The form can be accessed on the grants page on PGWA's website [here](#).

Before you submit your application

- Forward the link for your application form and your quotes to your Development Officer before you submit your application online. That way your Development Officer can check your application including your quotes and help you to adjust anything that requires attention. If everything is in order before you officially submit your application the approval process is likely to be quicker and smoother for everyone.
- Complete the checklist below to make sure you have included everything you need to.

Your Wish List

A final word from us – we want as many playgroups as possible to benefit from being able to access this grant. We know that this is a great opportunity for playgroups to be able to get things they need as well as those they would simply just like to have.



We just ask that in considering your list of items that you get things that you need, that will add value to your playgroup, that are reasonable for the number of families in your playgroup, that represent good value for money, and that you can store easily.

Suppliers List and Application Checklist

The Suppliers List and Application Checklist are on the next two pages of this document.

Please continue for this information.



Suppliers

The following information is provided to assist playgroups in getting quotes. We are not recommending any particular supplier over others but thought it might be helpful to know of suppliers that playgroups have used in previous applications over the last few years. We will add to this as we hear about other suppliers.

Item/Area	Suppliers
Indoor furniture (eg tables, chairs, home corner, shelves)	The Play Room – www.theplayroom.com.au Modern Teaching Aids - www.teaching.com.au Kindergarten Quality Equipment – www.kindergartenqualityequipment.com.au Officeworks Kinder Design – www.kinderdesign.com.au Educating Kids – www.educatingkids.com.au Grocorp - www.growcorp.net.au My Nook Pty Limited – www.mynook.com.au Ikea – www.ikea.com.au Kiddo Karnage – https://kiddokarnage.com.au
Outdoor furniture and play equipment (mud kitchens, water play, outdoor tables, wooden vehicles, sensory tables, play equipment, climbing frames, cubby houses, bikes/trikes)	Creative Play Australia – www.creativeplayaustralia.com.au The Play Room – www.theplayroom.com.au Modern Teaching Aids - www.teaching.com.au Little Nation – www.littlenation.com.au Hart Sports – www.hartsport.com.au Grocorp - www.growcorp.net.au Cubby Kraft – www.cubbyhouses.com.au Let's Play Mud Kitchens – www.letsplaymudkitchens.com.au Rustic nature Play Margaret River – 9757 9420 / 0418 639 879 – mary@rusticnatureplay.com.au
General toys	The Play Room – www.theplayroom.com.au Modern Teaching Aids - www.teaching.com.au Ed Resources – www.edresources.com.au Educating Kids – www.educatingkids.com.au Grocorp - www.growcorp.net.au Ikea – www.ikea.com.au My Nook Pty Limited – www.mynook.com.au Kinder Design – www.kinderdesign.com.au Oskars Wooden Ark – www.oskarswoodenark.com.au Kidz Korner – Geraldton – 99205434 kidzkorner@westnet.com.au
Mats	The Play Room – www.theplayroom.com.au Modern Teaching Aids - www.teaching.com.au Soft Mats – www.softmats.com.au
Babies – toys and furniture (eg change tables)	Baby Care Nursery – www.babycarenursery.com.au Baby Bunting – www.babybunting.com.au The Play Room – www.theplayroom.com.au Modern Teaching Aids - www.teaching.com.au Grocorp - www.growcorp.net.au

Application Checklist

Application Item	Completed/Tick or NA
Application discussed fully with PGWA Development Officer prior to submitting your application. <u>This is requirement for all applicants.</u>	
Your playgroup/organisation is eligible to apply including being a not-for profit organisation and having a turnover of less than \$1m	
Quotes & Shopping Carts	
Include the supplier's name	
Includes GST (or you have checked the price includes GST)	
Items over \$3000 – 2 quotes – if not possible discuss with your Development Officer	
Delivery/shipping fees included (if applicable)	
Installation/assembly quotes included (if applicable)	
Items requested are safe and appropriate for playgroup aged children and playgroup use (rated for commercial use and meet any relevant Australian Standards – check with Kidsafe or PGWA if you are unsure))	
Reputable <u>Australian</u> Suppliers used	
Before submitting your application	
Sent the application form link and quotes to your Development Officer	
Submitting your application	
Quotes are uploaded	
Bank statement is uploaded	
Certificate of Incorporation or Constitution uploaded (if applicable)	
Delegation of authority is uploaded (if applicable)	
Acquittal Process if required	
Keep receipts and invoices for items purchased and forward to PGWA with your acquittal document	